



State of Utah

OLENE S. WALKER
Governor

GAYLE McKEACHNIE
Lieutenant Governor

Administrative Services
S. CAMILLE ANTHONY
Executive Director

Purchasing and General Services
DOUGLAS RICHINS
Division Director

May 5, 2004

***** ADDENDUM *** ADDENDUM *** ADDENDUM *****

SOLICITATION: JG4113
DUE DATE: May 11, 2004
TIME: 3:00PM
**DESCRIPTION: MULTI-STEP BID FOR CONSULTING CONTRACT SERVICES -
HARDWARE AND SOFTWARE**

ADDENDUM #1

The following are to be added or changed to the specifications for this RFP:

1. The attached is a list of questions received from vendors and the respective answers from the State.
2. The due date and time remain the same.
3. With procurement, process questions contact Jared Gardner (801) 538-3342.

*****END OF ADDENDUM*****

To acknowledge receipt of addendum, include a copy of this addendum with RFP submittal or give written acknowledgement with the RFP. It shall be the responsibility of the bidder to appropriately disseminate this information to all concerned prior to the assigned bid time.

Company Name

Signature

Date

JG4113
Questions and Answers

Q: "Staff proposed in support of the skill matrix in Attachment 1 must be identified. The status of each person, either as employee of the contractor or as independent contractor, must be designated.... " What exactly do you mean by "staff proposed... must be identified"? Along with their employment type? Are you asking that specific individuals be identified by name with their employment type for every person our company has on staff with the skills in your skills matrix? May we get clarity on exactly what information you are requesting and needing to see on that item?

A: **The State would like to see names and status for each individual staff member that you propose to conduct work under the contract at the category level of the Consulting Skills Matrix.**

Q: How often would the State be willing to accept updates (amendments) to the contract due to changes that occur as the Vendor hires additional employees -- and thus acquire additional skills?

A: **The vendor will not be allowed to amend the contract to during the contract period by adding additionally gained skill sets. Please refer to 1.5 of the specification.**

Q: Page 2, 1.3, Contract Management fees and reports:

Will these fees and reports apply to all state business (for example, from RFP awarded contracts), or only to business arising from the new JG4113-awarded work?

A: **The fees apply only to work done under the scope of the contract. Work that is performed outside of that scope is not applicable.**

Q: Page 5, Step Two, Pricing Bid:

In regards to the matrix requested for skill levels and pricing, will the State be considering use of off-shore services (if submitted under this Bid), usually at much lower rates than local rates, in calculating the median price? Will the State be considering off-shore resources that will be used on-site for state business?

A: **We anticipate that pursuant to 2.1.2 that all work will be performed with in the State.**

Q: In regards to requirement 2.1.4, can our references include county and local government agencies?

A: **Yes.**